

**NOTICE**

There is a vacancy in the Bay County **ENVIRONMENTAL HEALTH DEPARTMENT**.

JOB TITLE:       **ENVIRONMENTALHEALTH ANALYST**  
                          **(Part-Time, Grant Funded, No Benefits)**

RATE OF PAY:   \$17.40 per hour

**GENERAL SUMMARY:**

Under general supervision of the Public Health Services Manager, analyzes and classifies on-site septic and private water supply systems based upon records currently maintained by the Department, recommends maintenance and further action to property owners and builds a database of the information collected therein. Provides consultation to, and may assist in the professional evaluations of public and private facilities to determine conformity with Federal, State and County sanitation and environmental health laws, codes, ordinances and standards. Educates the public regarding acceptable compliance with environmental and sanitation standards and initiates corrective action when necessary to safeguard the public health.

**TYPICAL DUTIES:**

1. Represents the Bay County Health Department in environmental health activities regarding analysis and classification of on-site septic and private water systems within Bay County. Follows established federal, state and local regulations, laws, and policies.
2. Analyzes current on-site septic, private water (well), and land evaluation records for compliance. Works with Sanitarians to initiate follow-up action to ensure compliance with legal procedures and applicable rules and regulations.
3. Consults with property owners to determine current status of and effectiveness of residential/commercial on-site sewage disposal systems. May assist Sanitarians to conduct site evaluations to determine site and soil suitability to determine compliance with the permit requirements and provisions of the Sanitary Code of Bay County.
4. Consults with property owners upon submission of an application for a new or replacement commercial onsite sewage disposal permit. May assist sanitarians in the following activities: conducting site evaluations to determine site and soil suitability, designing onsite sewage disposal systems, issuing construction permits, and upon installation, inspecting the systems to determine compliance with the permit requirements and provisions of the Michigan Criteria for Subsurface Sewage Disposal.
5. Analyzes permits for residential and non-community type II and type III water supply wells. Provides consultation requirements for abandonment of existing wells.
6. May assist in collecting bacteriological and partial chemical water samples and provides interpretation of the results of laboratory analysis.
7. Assists and guides individuals and agencies with environmental problems related to on-site septic and private water supply systems based upon records currently maintained by the Department.
8. Represents the Environmental Health Division to interested citizens, communities and agencies.
9. Prepares and submits written reports and recommendations on inspection and evaluation activities. Recommends action in cases where violations of health related laws and/or codes have occurred. May participate as a witness in court cases when prosecution is involved.
10. Assists the general public with complaints and questions regarding sanitation and environmental health. Provides advice on prevention and problem resolution or routine matters related to on-site septic and private water systems, referring more difficult questions to sanitarians.
11. All other duties as assigned.
12. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties assigned personnel in this classification.

**QUALIFICATIONS:** Possession of a baccalaureate degree in environmental health, biology, chemistry, engineering or a related field or significant coursework accomplished in these areas plus one year of professional work experience. Must have considerable knowledge of environmental health and the principles of bacteriology and chemistry as related to public health. Designation as a Registered Sanitarian with the Michigan Department of Licensing and Regulatory Affairs, or as a Registered Environmental Health Sanitarian with the National Environmental Health Association is desired. Applicants may be required to take written and/or other examinations.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **4:00 p.m. Friday, April 19, 2013**.

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DIABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."